

# 2007 Year End eMARS User Group Meeting June 6, 2007



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# Agenda

**Year End Clean Up**      Barbara Aldridge-Montfort

**Accounts Payable**      Barbara Aldridge-Montfort

**Cash**      Stuart Weatherford

**Key Dates/Times**      Stuart Weatherford

**Reporting**      Jennifer Duvall

**Q & A**



# Year End Clean Up



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# Fixed Asset Shell Clean Up

- Clean Up Fixed Asset shell documents by 9/1
  - *FA shells dated 6/30/2007 or before*
  - *Process, “unpend”, or discard*
- Discards now permitted for Fixed Asset Acquisition (FA) documents
  - *Summary accounting entries will be made annually by Statewide Accounting Services*
  - *After a shell is discarded, it cannot be recovered*

# FY 08 Accounting Templates

- **New Year Table Initialization (NYTI)** created the FY 08 accounting structure from all FY 07 active elements
  - Effective dates are blank on FY 08 records. May need to add dates if element should not be effective for entire FY
- **New Year maintenance** for re-orgs or budget structure changes must be reflected in the templates
  - Update templates with FY 08 elements
  - Delete Templates not needed for FY 08
- **Inform Personnel Cabinet** of Accounting Template changes
  - Templates with invalid elements on payroll transactions will use the default templates

# Encumbrance Clean Up

- Encumbrances Roll – July 5
- Review Encumbrances
  - Monthly Report *2302 Outstanding Encumbrances*
- Liquidate Unnecessary Encumbrances
  - Create zero dollar PRC
  - Modify the contract



# BFY 07 Pending Transactions

- Pending transactions (submitted but not fully approved) affect cash and budget balances. Therefore, **ALL** BFY 07 Transactions **MUST** be out of the *Pending* phase before COB, July 12
  - Complete Approval Process
  - Reject Document back to *Draft* phase
- Pending encumbrances **will not** be rolled to FY 08 Therefore, **ALL** encumbering documents will need to out of the *Pending* phase by COB, July 5
  - Complete Approval Process
  - Reject Document back to *Draft* phase

# Clean Up Questions





# Accounts Payable



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# Matching Payments

- **During Period 13 the FY & Period on PRM's is determined by the BFY on the referenced PO/DO/CT at the time the PRM is created**
  - If the BFY on the referenced award is less than the current BFY, then Period 13 is inferred on the PRM
  - If the BFY on referenced award is equal to the current BFY, then the current period is inferred on the PRM
- **Verify PRM's were created and submitted correctly**
  - May need to copy forward to a PRC to correct PRM's
- **Remember -- BFY on encumbered awards rolls to BFY 08 during the evening of July 5**

# Coding Period 13

**Note: The following rules do not apply to Capital Funds (BFY=9999)**

- **Entire Fiscal Period 13 (BFY=07; FY=07; Period 13) must be coded**
  - If BFY left blank, a staging error is returned
- **Period 13 (BFY=07, FY=07, Period=13) can be coded on the Header Section or on the Accounting Line of the payment document**
  - Fiscal Period (BFY, FY, Period) from Header will infer on all blank Accounting Lines
  - Fiscal Period (BFY, FY, Period) coded on an Accounting Line will override period coded on Header
  - Period 13 must be coded on the Header for Internal payments (PRCI)

# Coding Period 13

- **Payment documents approved on or after July 1** with the fiscal period (BFY, FY, Period) blank will infer BFY=08; FY=08; Period=1
- **Ensure all BFY 07 payment documents** in *Pending* phase against encumbered awards are approved by COB, July 5
- **Ensure all BFY 07 payment documents** in *Pending* phase are approved (or rejected) by COB, July 12
- **PRC2 DOCUMENTS ONLY** – Period 13 (BFY=07, FY=07, Period 13) **MUST** be coded on the Header of the document. Do **NOT** code the Fiscal Period on the Accounting Line
  - Instructions will be going out to Pcard Administrators next week

# Moving/Correcting Expenditures

- A JV2E document should be used to correct expenditures that have incorrectly posted to the wrong Fiscal Period
  - BFY, FY and Period are on the Accounting Line
    - Reduce expenditures (negative amount) in appropriate Fiscal Period and Increase expenditures (positive amount) in the other
    - Remember to code entire fiscal period on each Accounting Line (BFY, FY, Period)
    - Period 13 Soft Close – COB July 12
    - Period 13 Hard Close – COB July 19 (JV2E's will require Finance approval after soft close)

# Accounts Payable Questions





# Cash



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# Year End Cash

- Year end cash balances are calculated similar to MARS
  - All AD transactions starting 7/1 will carry FY 08 Period 01 and the BFY of the referencing transaction
  - Ending BFY cash balance for the year is Fund Cash - (01/FY 08 BFY 07) AD's
  - All BFY 07 scheduled disbursements will be disbursed or moved to BFY 08 by final close

# Year End Cash

- Year End Cash Control is very different.
  - MARS Cash table controlled cash and was keyed by BFY
  - CBALSQ controls cash in eMARS and has no FY key so there is no separation between BFY cash.
  - Getting cash in the black will be a manual effort using the calculated YE Cash

# Year End Cash

- Cash Reporting will be different
  - Because there is no BFY distinction on CBALSQ there will be no physical movement of cash between years on a JV
- All Restricted Fund cash overrides for FY 2007 will end COB on July 12, 2007
  - Agencies needing a Restricted Fund cash override for FY 2008 will need to complete and submit to your GOPM Policy and Budget Analyst an SAS-14 to request the cash override in FY 2008

# Year End Cash

- Fund cash negative balances will need to be in the black
  - Federal Fund cash is now controlled at the fund level and movements to get it in the black will be done centrally
  - Departments must draw down funds for old year to minimize our negative position. These negatives will be monitored by department and responsible parties will be contacted to get draws deposited

# Year End Cash

- Example
  - **GAX 12/07** scheduled payment date of July 6  
DR Accrued Exp (BFY07/FY07)  
CR            Disb Payable (BFY07/FY07)
  - **AD 01/08**

## *Reversal*

DR Disb Payable (BFY07/FY08)  
CR            Accrued Exp (BFY07/FY08)

## *Recording*

DR Cash Exp (BFY07/FY08)  
CR            Cash (BFY07/FY08)

# Cash Questions



# Key Dates/Times



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# Key Dates

- Period 12 Soft Close – Sat, June 30
- Period 12 Hard Close – Fri, July 6
- Encumbrances Roll – Thu, July 5
- Period 13 Soft Close – Thu, July 12
- Period 13 Hard Close – Thu, July 19

# eMARS Operation Hours

## Standard Availability

- Monday – Sunday -- 7:00 am through 7:00 pm

**Note:** Weekend availability may be altered due to nightly cycle activity

## Exceptions

- Check the News and Alerts link on the eMARS Web site @ <http://finance.ky.gov/internal/eMARS/> for changes



# Key Dates/Times Questions




# Reporting



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# Reporting

- Remember to **Log Out** of infoAdvantage Sessions



The screenshot shows the top navigation bar of the infoAdvantage system. It includes a blue header with window control buttons (minimize, maximize, close) and a dark blue sidebar with 'Home', 'Personalize', and 'Logout' buttons. A red box highlights the window close button (X) with a red arrow pointing to a text box. A green box highlights the 'Logout' button with a green arrow pointing to a text box. A blue box highlights a circular 'X' button at the bottom of the sidebar with a blue arrow pointing to a text box.

**DO NOT USE THIS X** to close your infoAdvantage session. If you click on this "X" when exiting from infoAdvantage, you leave open a session. Leaving a session open when not in use, could potentially cause performance issues if multiple users are exiting from infoAdvantage this way.

To properly close out an infoAdvantage session, you should click on *Logout* and completely log out before closing the Internet screen.

To close a report, you should click on the X in the blue circle. This will take you back to the report list.

# Reporting

- **Fiscal Year 2008 Data in Data Warehouse**

- *New Year Table Initialization (NYTI)* process

- copied all active records on tables keyed by *Fiscal Year (FY)* from the current *FY* (2007) to the new *FY* (2008)

- Ad-hoc queries or Reports should be filtered for FY

- Not filtering could cause reports to pick up data for multiple Fiscal Years

# Reporting

Result Objects

☐ Fiscal Year   ☐ Accounting Period   ☐ Department   ☐ Fund   ☐ Document Code

☐ Document Department Code   ☐ Document ID

Query Filters

And

☐ Accounting Period.Fiscal Year Equal to: 2007

☐ Closing Classification In list: 10; 11

**Filter Editor**

**Editing Query Filters**

Filtered Object

☐ Fiscal Year

Operator

Equal to

Operand Type

☐ Constant

☒ Value(s) from list

☐ Prompt

☐ Advanced filter

Fiscal Year

2006

2007

2008

2009

2010

2011

2012

2013

2014

2015

2016

2017

2018

2019

2020

Value(s) Selected

>> 2007

Refresh List

OK Cancel



# Reporting Questions



# Questions

